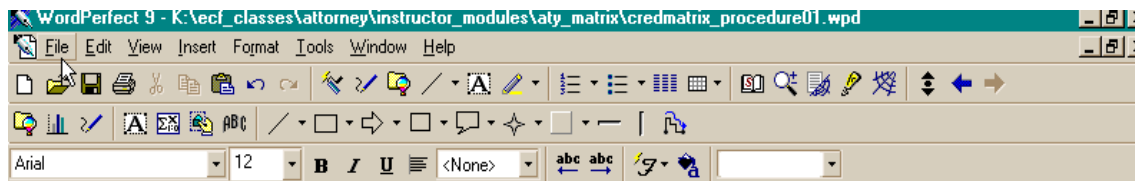


CREATING AND SAVING A MAILING MATRIX

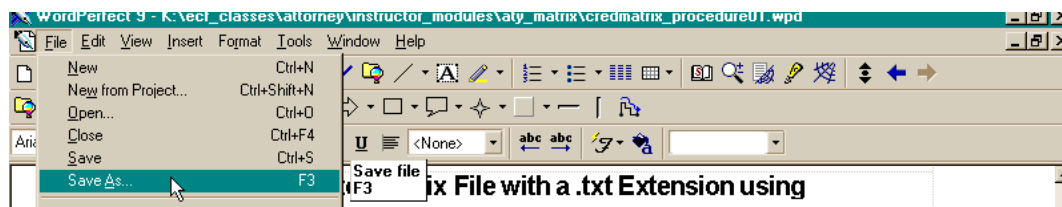
1. Use word processing software to create the matrix.
2. Follow the rules for creating the matrix in the Style Guide which is printed above.
3. Name the file so that you can easily find it.
4. Convert the file to a text [.txt] file.

To Save the Creditor Matrix File with a .txt Extension using WordPerfect 9

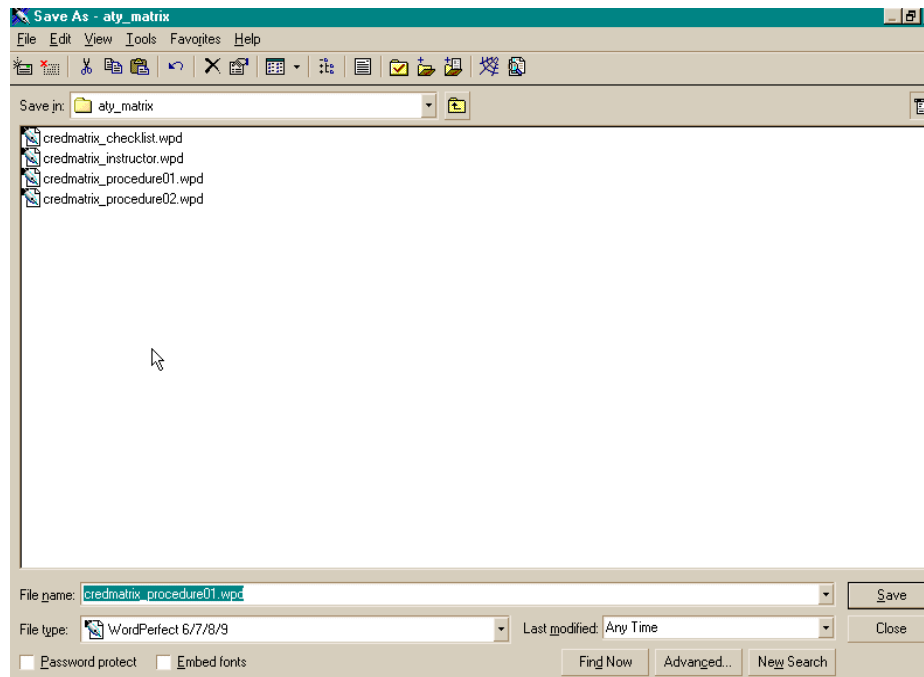
- STEP 1** Open the document. Left click **File** in the WordPerfect toolbar (See Figure below.)



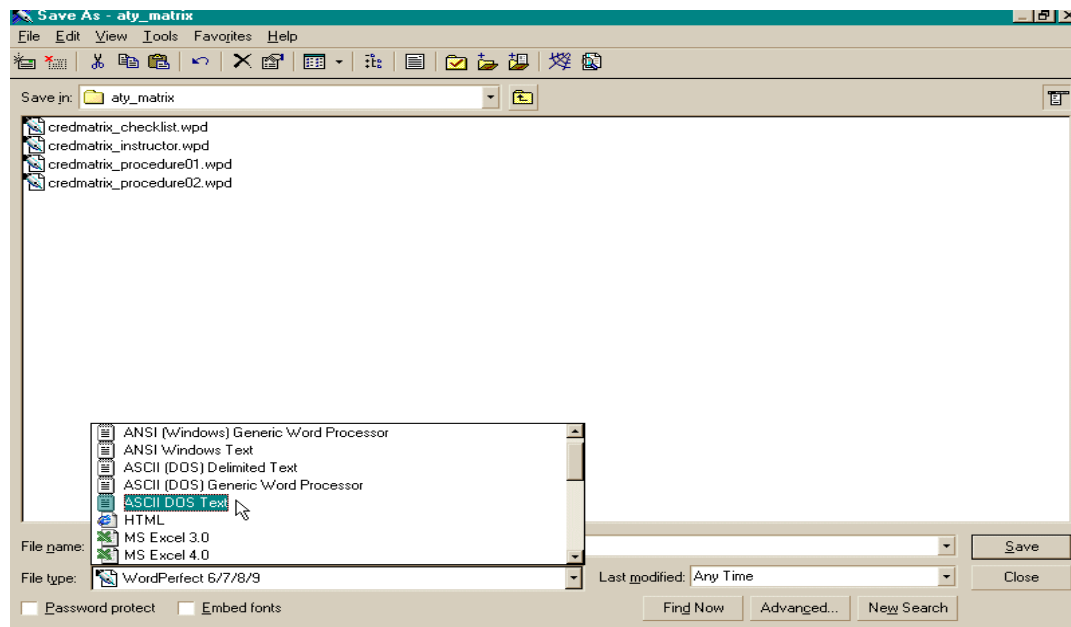
- STEP 2** The **File** drop down list displays (See Figure below.)



- Left click **[Save As]** in the drop down list.

STEP 3 The **SAVE AS** screen displays (See Figure below.)

Left click the drop down arrow in the **File type** box.

STEP 4 The **File type** drop down box displays (See Figure below)

Use the scroll bar to locate the "ASCII DOS Text" option.

Left click "ASCII DOS Text" to select.

STEP 5 Left click in the **File name** box, then type in the file name you wish to use for the matrix.

NOTE: The preferred practice is to use the debtor name in the file name. This will allow you to prepare and save the creditor matrix before you open the case and obtain a case number. Example names are:

C gary_grant_matrix.txt

C acme_enterprises_matrix.txt

Note! If you are using an older version of WordPerfect you may have to use a file name with no more than 8 characters. Use an abbreviated name. Example:

C Grant_ma.txt

STEP 6 Left click in the **Save in** box.

Left click the **Save in** drop down arrow and navigate to the desired folder to save the file.

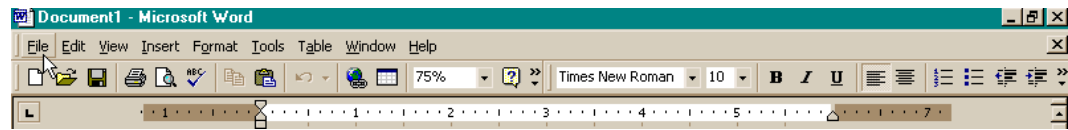
-OR-

Key the correct path description in the **Save in** box.

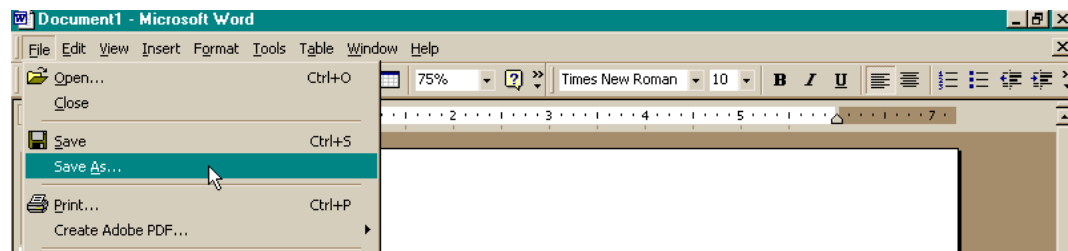
STEP 7 Left click **Save** to continue.

To Save the Creditor Matrix File with a .txt Extension using Microsoft Word 2000

STEP 1 Open the document. Left click **F**ile in the Microsoft Word toolbar (See Figure below)

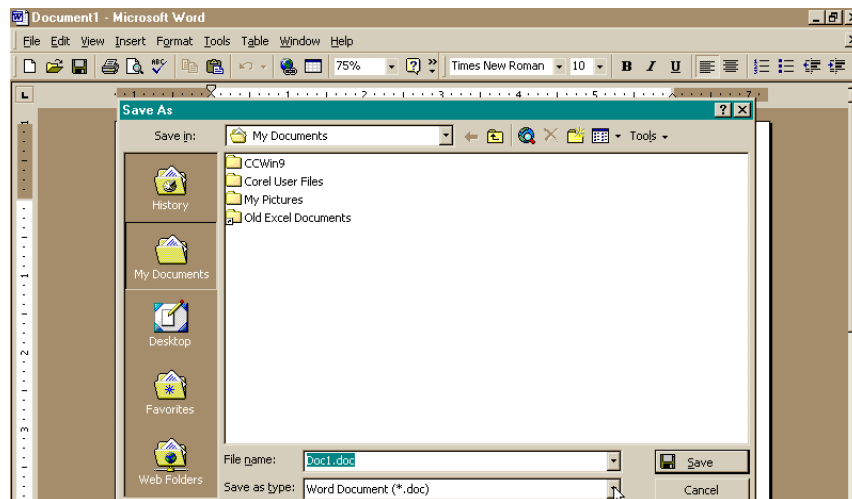


STEP 2 The **File** drop down list displays (See Figure below.)

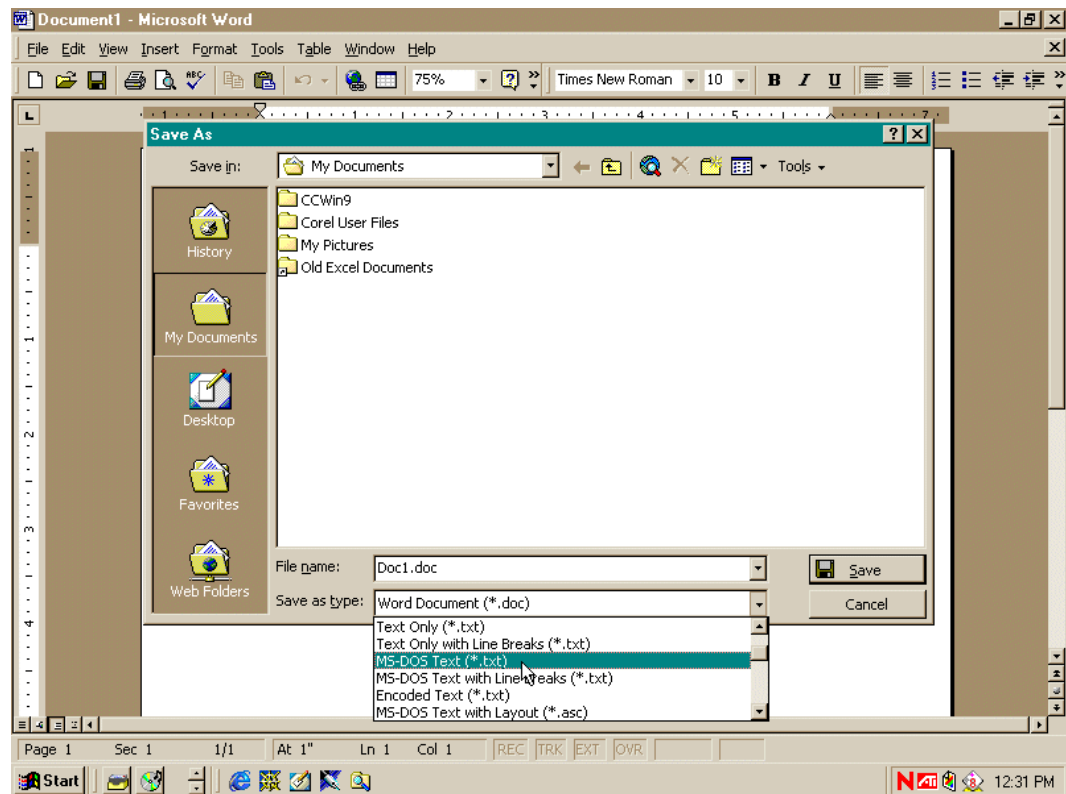


Left click **S**ave **A**s... in the drop down list.

STEP 3 The **SAVE AS** screen displays (See Figure below)



Left click the drop down arrow in the **Save as type** box.

STEP 4 The **Save as type** drop down box displays (See Figure below.)

Use the scroll bar to locate the “MS-DOS Text” option.

Left click “MS-DOS Text” to select.

STEP 5 Left click in the **File name** box, then key the file name you wish to use for the matrix. [See figure above]

NOTE: The preferred practice is to use the debtor name in the file name. This will allow you to prepare and save the creditor matrix before you open the case and obtain a case number. Example names are:

gary_grant_matrix.txt

acme_enterprises_matrix.txt

gary_mary_grant_matrix.txt

STEP 6 Left click in the **Save in** box. [See figure above]

Left click the **Save in** drop down arrow and navigate to the desired folder to save the file.

-OR-

Key the correct path description in the **Save in** box.

STEP 7 Left click **[Save]** to continue (See Figure above)

Once you have created the documents you intend to file, converted the documents to .pdf files and created a mailing matrix [if you are filing a new case], you are ready to log into CM/ECF and to docket and transmit the documents to the court.